

**UNITED STATES DISTRICT COURT  
DISTRICT OF MINNESOTA  
PROBATION OFFICE**

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Reply to: **Minneapolis**

December 26, 2007

**NOTICE OF VACANCY**

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<b>ANNOUNCEMENT NO.:</b>	2008-07
<b>POSITION:</b>	Budget Analyst
<b>POSITION TYPE:</b>	Regular, Full-time (40 hours per week)
<b>POSITION LOCATION:</b>	Minneapolis, Minnesota
<b>OPENING DATE:</b>	January 3, 2008
<b>CLOSING DATE:</b>	January 25, 2008
<b>AREA OF CONSIDERATION:</b>	All sources
<b>SALARY RANGE:</b>	CL 28; \$53,201 to \$65,975 (hiring range) to \$86,525 (range maximum) [Table L7, 2007] Salary is commensurate with experience and qualifications in accordance with the Court Personnel System.

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**INTRODUCTION:**

Under the general supervision of the Administrative Services Manager (ASM), performs a variety of highly responsible financial and technical accounting procedures; conducts financial and budget analysis; maintains financial records, prepares payment vouchers, enters financial information and maintains accounting system for the U.S. Probation Office. Providing excellent customer service to agency staff is a key department goal.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Performs highly responsible financial accounting work, which includes the proper posting and reconciliation of accounts, receivables, purchase orders, procurement, accounts payable, and budget analysis
- Certifies financial payments to ensure compliance with judicial financial policies in the handling and treatment of all financial transactions generated by and through agency operations
- Serves as a Contracting Officer Technical Representative to the agency's Contracting Officers in the areas of procurement, drug treatment, mental health and electronic monitoring.
- Supports the ASM in maintaining internal control procedures to satisfy established judicial financial standards and requirements

- Prepares expenditure forecasts, estimates, and assists in monitoring the financial condition of the agency to ensure fiscal well-being
- Maintains the agency's financial accounting system in support of agency business operations and functions
- Prepares and manages financial data as necessary and required to meet internal control audit standards and requirements
- Audits financial transactions to ensure proper approvals, appropriate accounting information and supporting documentation is attached.
- Serves as a travel coordinator to assist agency staff in scheduling travel to ensure compliance with agency guidelines; Reviews travel vouchers and prepares travel payments as needed
- Serves as a secondary back-up to the ASM and as a functional resource for the agency's management team
- Makes suggestions for improving various agency financial practices, procedures and processes with the goal of adding efficiency and accountability for agency expenditures
- Prepares and enters accounting entries to reflect agency program actions and management decisions.
- Responsible for maintaining accurate financial records
- Works with other staff to ensure proper receipt of all agency fixed assets
- Defines and administers proposals, agreements and contracts/leases.
- Follows work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Follows written and oral instructions with exactness, accuracy, and conformance to policies and procedures.
- Works to maintain excellent relations among co-workers, immediate supervisor and management staff;
- Keeps the Administrative Manager informed of all significant issues affecting the financial condition of the agency and his/her office
- Assists in monitoring agency allotments (budgets) and expenditures in assigned areas to assure sound fiscal control
- Assists with the preparation of the annual agency budget by providing financial data as requested; assists in the agency review of the proposed budget and assists in the presentation of the proposed budget to the Chief Probation Officer.
- Prepares and submits various reports to federal agencies and the Administrative Office of the US Courts as requested/required.
- Completes other duties as assigned.

**PERIPHERAL DUTIES:**

- Assists in the development of finance related policies, practices and procedures.
- Represents the agency at various conferences and meetings.
- Performs cost-of-service studies for various agency programs as directed.

- Actively participates as a Team Member in the Agency's Administrative Services Division, which includes Human Resources, Budget/Finance and Information Services

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business administration or a closely related field;
- A minimum of three (3) years of progressively responsible accounting work; and
- Excellent knowledge of spreadsheet analysis, database and financial accounting software systems

**COURT PREFERRED SKILLS:**

- Governmental accounting experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of modern governmental accounting theory, principles, and practices;
- Considerable knowledge of internal control procedures and practices;
- Considerable knowledge of office automation and computerized financial applications;
- Considerable knowledge of public finance and fiscal planning;
- Considerable knowledge of accounts payable functions;
- Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to prepare and analyze complex financial reports;
- Ability to maintain efficient and effective financial systems and procedures;
- Ability to effectively address work flow process issues;
- Ability to establish and maintain a mature, professional and effective working relationship with agency staff and immediate supervisor;
- Ability to communicate effectively orally and in writing.

**APPLICATION PROCESS:**

To be assured consideration, please submit all of the following application materials:

1. Cover Letter
2. Résumé
3. Application for Employment (AO78 form) - found on our website  
<http://www.mnp.uscourts.gov/hrforms.html>

Application materials must be received by the close of business on Friday, January 25, 2008. Incomplete submissions will not be considered. Emailed documents are highly preferred. Only applicants selected to participate in the interview process will be contacted. Unsuccessful applicants will not receive notice. The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

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**An Equal Opportunity Employer**

*All applicants must be a U.S. Citizen or be eligible to work in the United States.  
All appointments are subject to FBI Fingerprints and background investigation, including credit  
checks and criminal history.*

*Retention depends upon a favorable suitability determination.*

*All salary payments are made via direct deposit.*

*Interview and/or relocation expenses will not be provided.*